

Planning and Building Codes Newsletter

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Director of Planning &
Building Codes



Purpose:

The purpose of this newsletter is to provide specialized information to the citizens of Frankfort. We are hopeful that this newsletter will be a great way to further develop a strong relationship between the citizens and employees of the City.

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Upcoming Events

- ◆ Comprehensive Plan Update Committee meeting : Nov. 3rd and 8th
- ◆ New Commercial Design Standards are being scheduled for review.

Rental Properties:

Did you know that any home or apartment must be inspected by the City of Frankfort prior to a tenant occupying the rental unit?

Under the City's adopted Property Maintenance Code, any owner of a home, duplex, or apartment currently used as a rental unit or one that is converted to a rental unit, is required to obtain a **housing inspection** prior to allowing a tenant to occupy such unit.

This housing inspection costs only \$10.00 per unit and ensures the unit properly meets safety and

health code requirements.

Failure of an owner to obtain this inspection holds a civil penalty of \$100.00 for the first offense.

You may contact the City of Frankfort, Planning and Building Codes Department at 502-352-2094 or email the Director at gmuller@fewpb.com to request an inspection, seek additional information, or to file a complaint concerning the failure of a unit having an inspection.

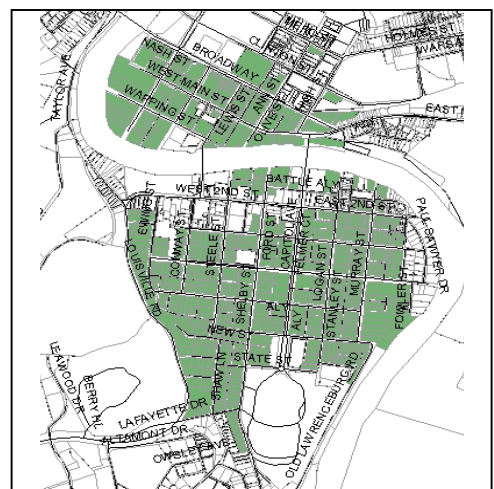
Historic Properties:

Did you know that there are three (3) separate historic zoning districts within the City; and that each have separate and specific Architectural Design Guidelines?

Under the City's adopted Zoning Ordinance - Architectural Design Guidelines are required to be satisfied prior to work being done on the home or business located within three zoning districts [SC - Special Capitol, SH - Special Historic, and CB Central Business]

Many standard improvements or repairs require the review of staff and may require a building permit and may require a formal review by the City's Architectural Review Board.

Often individuals purchase property within one of these



The above map represents the areas that have Architectural Design Guidelines.

historic zoning districts unaware of the additional design requirements before they begin making improvements to the home or business, which can lead to an emotional as well as an economic strain, if the improvements or repairs do not meet the required guidelines.

Contact Us:

Planning & Zoning:

Director: Gary Muller 502-352-2100
Plan Sup - Robert Hewitt 352-2097
Planner - Justin Evilsizor 352-2098
Admin - Dianna Rogers 352-2094.
Admin - Cindy Perry 352-2093

Building & Code Enforcement:

Admin - Edith Noe 352-2095
Building - David Johnson 352-2102
Electrical - Gary Lynn 352-2096
Code Sup - Robert Engle 352-2099
Code - Jo Morgan 352-2082

(email addresses for staff is the first initial of first name and last name with @fewpb.com
example: Gary Muller = gmuller@fewpb.com)



To obtain the free bumper sticker above, please email gmuller@fewpb.com or visit us in City Hall.

WE ARE ON THE WEB:

www.cityoffrankfortky.com

You will find: Board Schedules, Fee schedules, Development applications, Zoning Ordinance, Property Maintenance Code and Flow Chart, Comprehensive Plan, Zoning Map, Flood Information, and much more.

Frequently Asked Questions:

Q: When do I need a building permit? Where can I get a building permit application?

A: In general, a permit is needed for all new construction and major exterior work, such building additions, fences, sheds, driveways, garages and other accessory structures. Before beginning a project, property owners are advised to check with our department, as some projects may have different requirements. Permits are currently only available at City Hall, where a staff member will be available to help you complete the application. **NOTE: if you are found starting a project that required a building permit – the permit will be assessed a triple fee.**

Q: When do I need an inspection? What types of inspections are there?

A: When a building permit is issued, the property owner will receive a checklist of inspections that need to be performed at various stages of construction. Some examples are: when the footer is completed, when framing is erected, when the electrical systems are installed. Depending on the project, other inspections may be required. Electrical inspections are performed for a variety of reasons: temporary, for use during construction; for new service; for upgrades; when service has been off for more than 30 days; and at various scheduled periods during new construction. By having the inspections performed in a timely manner, you or your contractor can be assured that all work is being done in accordance with the safety standards detailed in the applicable state or federal codes.

Housing Inspections are also required when rental units have been vacated and before a new tenant moves in.

Q: I have received a notice from the City's Code Enforcement Officer for violating one of the City's codes. I need more time to correct the problem, what should I do?

A: Before the deadline expires, call or go by City Hall and speak with the Code Enforcement Officer. Based on the circumstances, and, your good faith effort, the deadline may be extended.

Q: What happens when a person who was cited for violating a City ordinance fails to comply?

A: If the person in charge of the property has been cited for a violation and has made no effort to comply with the ordinance, the case will be presented to the City's Code Enforcement Board. A \$200.00 or more fine may be assessed to the property owner for non-compliance.

Q: What are the fees for building permits? For electrical inspections? For submitting an application to the Planning Commission, the Board of Zoning Adjustments, or the Architectural Review Board?

A: A fee schedule for the services provided by our department can be downloaded from our web page. If you have any questions about which fees are applicable to your project, please consult with a member of our Planning staff.